



Transforming Lives

EDUCATIONAL TRUST

**Administrative  
Assistant  
Ashlawn School**

**Recruitment Pack January 2022**

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# About Transforming Lives Educational Trust

## Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

## Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

## Our Strapline

Transforming tomorrow, today.

## Our Standards

### One team, one goal

- ◆ We are totally united and committed to improve life chances.

### Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

### No excuses

- ◆ We see it, own it, sort it.

### Community First

- ◆ If it's important to you, it's important to us – we care.

## Our Values

**T**end the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

**U**talise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

**S**eize success – *holding onto our vision and building on our achievements (tenacity)*

**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

## Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

# Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

## Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

## Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

## Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

## TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## About the Role

Thank you for your interest in the position of Administrative Assistant at Ashlawn School.

We are looking for someone to provide a full administrative service and clerical support to the Student Services office. Work is governed by established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff (normally admin).

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

This is an exciting opportunity for an experienced Administrator to join our Student Services department. You'll have a good knowledge of all office applications and can respond to varied problems or develop solutions.

You'll have a keen eye for detail, with the ability to use initiative within recognized procedures and apply ideas/concepts created by others.

Based at Ashlawn School, you will be able to develop and maintain good relationships with colleagues, parents, pupils and can gather, retrieve or exchange information on an everyday basis.

### Main role and responsibility

Process and record Student attendance information, including exclusions

Maintain confidential Student/Pupil records

Manage manual and computerised MIS systems

Handle incoming email and distribute appropriately.

Administer late and pass-out slips to Students

Undertake routine clerical activities /duties as required and completing routine forms.

Prepare documents and registers for distribution

To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school

Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means including checking the school answerphone for absence messages and record appropriately on SIMS

Process and record children who arrive late, and leave during the school day

Process applications for any leave/special absence of children in liaison with the Senior Leaders and Head teacher

Monitoring of COVID absences and reporting to SLT/Teachers

To ensure full records are kept and filed appropriately

To prepare relevant attendance certificates for individual pupils via SIMS reporting

### Why work for Ashlawn School?

A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed

Ashlawn is an oversubscribed, outstanding school, well respected within the local community

You'll be working within a community of passionate, committed colleagues who genuinely support each other

A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including *ResearchEd*, Rugby, and many other staff benefits

Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

To be part of an 11-18 provision with opportunities to teach in the sixth form

### What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.



## How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

<b>Recruitment Timeline*</b>	
ASAP	<b>Position advertised</b>
Friday 21 <sup>st</sup> January 2022	<b>Closing date for applications (9am)</b>
Friday 21 <sup>st</sup> January 2022	<b>Final Shortlisting and contact with candidates</b> <b>References will be requested at this stage</b>
Wednesday 26 <sup>th</sup> January 2022	<b>Final Panel Process</b>

*\*Timeline may be subject to change*

## Job Description

<b>Location:</b>	Ashlawn School
<b>Job Title:</b>	Administrative Assistant
<b>Salary:</b>	NJC04 (Mon-Fri 08:00 – 16:00, term time only + 7 days) FTE: £18,933.00 <i>Actual salary: £16,173.79</i>
<b>Contract:</b>	Permanent
<b>Start date:</b>	ASAP
<b>Responsible to:</b>	Student Services Manager
<b>Responsible for:</b>	N/A
<b>Job purpose:</b>	Provides a full administrative service and clerical support to the Student Services office. Work is governed by established processes/procedures and without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from a senior member of staff (normally admin).

### MAIN ROLE AND RESPONSIBILITIES:

#### Office Duties

- Process and record Student attendance information, including exclusions
- Maintain confidential Student/Pupil records
- Manage manual and computerised MIS systems
- Handle incoming email and distribute appropriately
- Administer late and pass-out slips to Students
- Undertake routine clerical activities /duties as required and completing routine forms.
- Prepare documents and registers for distribution

#### Records

- To maintain accurate and up to date attendance/lateness records both manually and electronically and to ensure ongoing monitoring of attendance for all children to promote good attendance across the school
- Administer a daily attendance and punctuality check each morning and follow up the daily absences by telephone or other means including checking the school answerphone for absence messages and record appropriately on SIMS
- Process and record children who arrive late, and leave during the school day
- Process applications for any leave/special absence of children in liaison with the Senior Leaders and Head teacher
- Monitoring of COVID absences and reporting to SLT/Teachers
- To ensure full records are kept and filed appropriately
- To prepare relevant attendance certificates for individual pupils via SIMS reporting

#### Other

- Liaise with parents to notify of sick Student
- Cover other areas of Student Service department in cases of staff absence

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



## Person Specification

<b>Job Title:</b>	Administrative Assistant
<b>Reports to:</b>	Student Services Manager

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<p>Maths &amp; English GCSE 4 or above</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p>	Trained on SIMS software
<b>Experience</b>	<p>A minimum of 2 year's administrative experience.</p> <p>Successful development and monitoring of administrative procedures and processes.</p> <p>Experience of a high degree of professional autonomy in relation to the key areas of school administration.</p>	Relevant experience working in a school or business administration environment
<b>Knowledge/Skills (Ability to)</b>	<p>Excellent numeracy and literacy skills</p> <p>Effective verbal and written communication skills</p> <p>Good time management skills</p> <p>Produce and process data and documents to ensure accurate reports and information</p> <p>Ability to organise own workload</p> <p>Ability to prioritise workload</p> <p>Ability to handle sensitive and confidential information and issues appropriately.</p> <p>Ability to self-evaluate learning needs and actively seek CPD</p> <p>Ability to work independently and as part of a team</p>	<p>Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection</p> <p>Ability to resolve complex problems, some of which are not covered by existing rules, procedures or instructions</p>

	To establish good working relationships at all levels – students, teachers, senior management, board of trustees etc	
<b>Personal Qualities</b>	Calm Confident Flexible Reliable Professional and confident	

**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**

